

ICI Deferred Enrollment eBenefits Job Aid



This job aid provides instructions about how to enroll in Income Continuation Insurance (ICI) through deferred enrollment. ICI Deferred Enrollment is available for one of the following reasons:

- You are not enrolled in ICI but are eligible for ICI premium categories 3, 4 or 5 for the <u>FIRST</u> time. You may enroll in ICI in any year you are eligible for premium category 6.
- You are currently enrolled in Standard ICI and earned more than \$64,000 last year. You are now eligible to enroll in Supplemental ICI to cover your earnings from \$64,000 to \$120,000.

The Income Continuation Insurance (ICI) program is an income replacement plan that replaces up to 75% of your salary if you are unable to work because of sickness or injury. The plan provides replacement income for disabilities that are considered short term in nature, as well as those that may last for extended periods.

The ICI program has two different coverage levels:

- Standard ICI covers the first \$64,000 of your earnings
- Supplemental ICI available if your earnings exceed \$64,000; covers earnings up to \$120,000

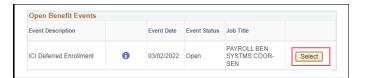
Your premium is based on your monthly salary and your sick leave balance (your sick leave determines your premium category). The per pay period premiums will be listed in eBenefits.

If you have questions, please contact your agency Payroll and Benefits office.

Elections must be submitted no later than 5pm on March 1st. Coverage is effective April 1st.

ENROLLING THROUGH eBENEFITS

- Log in to Employee Self Service: https://ess.wi.gov
- 2. Click on the **My Benefits Tile** on the Employee Self Service Homepage.
- **3.** Click on the **Benefits Enrollment** link in the My Benefits Navigation Collection.
- **4.** This will bring you to the Enrollment Landing Page. Click on the **Select** button to start the enrollment process.



You will see the Enrollment Summary Page. Only the ICI plan (s) you're eligible for will be listed on this page.



SELECTING A PLAN

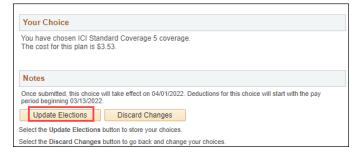
6. To enroll in ICI, click **Edit** next to the plan. If you want to enroll in ICI, you must enroll in ICI Standard. You must enroll in both ICI Standard and ICI Supplemental if you want to cover earnings greater than \$64,000.



7. To select a plan, click on the radio button next to the plan name. You will see the per pay period premium displayed. Click Update and Continue to move to the next page.



8. The election is confirmed on the following screen. Click Update Elections to save your election.





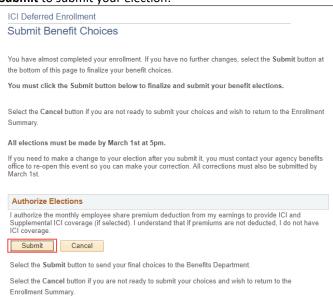
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9. You will be brought back to the Summary page. If you want to enroll in Supplemental ICI, follow Steps 6 – 8 again. Once all elections are entered, click **Save and Continue** to start the submission process.



ou will be brought to the Submit Benefit Choices page. Click **Submit** to submit your election.



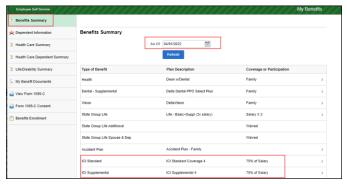
10. Once submitted, the Submit Confirmation page will appear.



- **11.** If you need to change your election after it is submitted, contact your Payroll and Benefits office so your enrollment can be re-opened.
- **12.** Unlike Open Enrollment, you will not receive a confirmation statement of your election. You can verify your election on the **Benefits Summary** page.

HOW TO VERIFY YOUR ICI ENROLLMENT

- 1. The day after you submit your ICI election, you will be able to review your election on the **Benefits Summary** page.
- 2. Click on the My Benefits Tile on the Employee Self Service Homepage. Your Benefits Summary will automatically appear on the page.
- Enter the date: 04/01/2022 (this is the date that coverage is effective). Click Refresh. You will now see your benefits as of April 1st.



THINGS TO KNOW

- If you are eligible for premium category 6 (you have at least 1040 hours of sick leave), there is no cost to you to enroll in Standard ICI.
- You should NOT use eBenefits to cancel coverage if already enrolled in Standard ICI – you should submit a paper application to your agency benefits office.
- You should review the <u>Income Continuation Insurance</u> <u>Booklet</u> for more information about the ICI program.